

Indigenous Infant and Child Development Coordinator (Term)

Description

Located within the traditional unceded territory of the sylix people, Westbank First Nation is a progressive and prosperous self-governing First Nation. The Okanagan Valley truly has it all, including a great climate, stunning scenery, world-class ski resorts, golf courses, wineries and beaches.

Westbank First Nation values diversity and we are committed to creating a healthy, strong and vibrant community through programs and services that promote physical, mental, emotional and spiritual well-being and healing. Come join our team and become part of an innovative and rewarding place to work.

POSITION SUMMARY

Reporting to the Senior Manager-Early Year, the Indigenous Infant & Child Development Coordinator provides oversight and direction to the Indigenous Infant and Child Development Team and ensures high-quality and comprehensive child development services to children and their families in the Westbank First Nation community. The Indigenous Infant and Child Development Coordinator is part of the Community Services team, working specifically in the Early Years Department, and works collaboratively with child development professionals and support agencies within the Central Okanagan.

SPECIFIC RESPONSIBILITIES

- Provides leadership to the Indigenous Infant and Child Development (IICD) Team to meet the needs of eligible families and their children in the community.
- Provides direct supervision to the IICD Team, including supporting staff with goal setting, time management, and client support.
- Conducts timely performance evaluations, offering staff constructive feedback and support with developing a comprehensive Work and Development Plan.
- Works collaboratively with the Westbank First Nation community, including the After-School Program (ASP), Westbank Child Development Centre (WCDC), Sensisystem, the WFN Family Program, and the WFN Wellness Team, to ensure wrap-around supports to children and families.
- Responsible for client intake, and managing IICD program referrals.
- Responsible for ensuring all programs adhere to the Service Agreements between MCFD and WFN, including preparing timely and accurate reporting.
- Represents WFN at regional and provincial tables, as they relate to the IICD program.
- Coordinates and/or facilitates professional development for staff and/or community.
- Monitors needs within the WFN community and identifies strategies to alleviate gaps in service.
- Ensures alignment of the IICD program with the Westbank First Nation and Early Years Strategic Plan.
- Elevates and promotes the IICD program within Westbank First Nation and the Central Okanagan.
- Works within a flexible schedule and performs other duties as necessary in the performance of the position and as directed.
- Performs all duties and responsibilities in accordance with WFN policies, standards, and procedures, and as directed by the Senior Manager-Early Year.
- Maintains confidentiality on all matters relating to the affairs of WFN and clients

QUALIFICATIONS

EDUCATION/TRAINING/CERTIFICATION

- Degree in Early Childhood Development or a related field (such as child and youth care, psychology, social work, education, etc.)
- Early Childhood Education with a Special Needs Designation
- Valid First Aid with CPR Level B
- Acceptable Criminal Record Check with Vulnerable Sector Search required
- Valid driver's license and acceptable driver's abstract with access to a reliable vehicle required

EXPERIENCE

- Minimum of three (3) years of related work experience, including working with children with additional support needs
- Three (3) years' experience in program administration, coordination and supervision in the social services sector
- Previous experience in Aboriginal Supported Child Development, Supported Child Development, Aboriginal Infant Development, or Infant Development Programs. Including, competence in screening, assessment, family-centered planning, and targeted interventions.
- Experience working with Indigenous populations is preferred

OTHER QUALIFICATIONS, KNOWLEDGE AND SKILLS

- Excellent verbal and written communication skills
- Previous experience working with Indigenous children and their families
- Annual TB screen, verification of immunization and acceptable physician's statement ensuring incumbent is physically and mentally suitable to work with children required
- Ability to develop and maintain a warm, caring, responsive relationship with children and families
- Ability to establish and maintain supportive, collaborative relationships with families, child care setting staff, child development professionals, and colleagues
- Working knowledge of trauma-informed, family-centered, and inclusive practice
- Intermediate level of proficiency with Microsoft Office
- Ability to work individually and as part of a team with minimal supervision
- Demonstrates teamwork, leadership and supervisory skills
- Demonstrates strong conflict resolution skills
- Ability to use a cultural safety framework when working with Indigenous children, families, and communities

This is a 13 month term position.

A competitive starting salary, commensurate with experience, is offered.

Applications are submitted through the WFN website (<https://www.wfn.ca/>) under [Employment Opportunities](#). Please complete the application questions and ensure you attach your cover letter and resume.

This opportunity will close at midnight on January 9, 2022.

Incomplete or late submissions will not be accepted